



ORIGINAL

UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE ST
NEW ORLEANS, LOUISIANA 70146-5400

ForO 5354.2A Ch 1

INSP

DEC 20 2001

FORCE ORDER 5354.2A CH 1

From: Commander
To: Distribution List

Subj: THE MARINE FORCES RESERVE EQUAL OPPORTUNITY PROGRAM

1. Purpose. To direct changes to the basic Order.

2. Action

a. Page 4. Paragraph 9a(2) after second sentence add, "MSC Commanders will notify the Force EOA upon receipt of all formal complaints."

b. Page 4. Add new sub-paragraph 9a(5) "Formal complaints involving sexual harassment will be resolved within 50 days; all others will be resolved within 60 days. Resolution includes completion of the investigation, determination of validity of the charges, initiation of Non-Judicial/Judicial Action if required, and notification to the complainant and offender of the command's decision. Throughout the investigation phase, written feedback will be provided to the complainant every 14 days."

c. Page 5. Paragraph 9b add as 9b(7) "Maintain a tracking system that monitors ALL MARFORRES formal complaints providing monthly reports to the Force Commander, until complaints are resolved."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


J. H. WATSON
Chief of Staff

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Copy to: CMC (MPE)



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

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IN REPLY REFER TO:

ForO 5354.2A

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MAY 06 1999

FORCE ORDER 5354.2A

From: Commander
To: Distribution List

Subj: THE MARINE FORCES RESERVE EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO P5354.1C
(b) MCO P5354.2D

Encl: (1) Checklist for Commanders
(2) Statistical Data Collection, Management and Reporting

Reports Required: I. Annual Equal Opportunity Data Summary
(Report Control Symbol MC-5354-01)
reference (a) par 2000.7

1. Purpose. To implement the provisions of reference (a), provide guidance and state the command policy for the management of the Equal Opportunity Program (EOP) in Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO 5354.2.

3. Information. The provisions of this order apply to all Marines, all other Armed Forces personnel assigned to or serving with MARFORRES units, civilian supervisors of military personnel, and civilian employees and nonappropriated fund employees providing services to military personnel.

4. Policy. Consistent with the concepts, principles, and objectives of the Marine Corps EOP provided by reference (a), it is the policy of the Commander, MARFORRES that:

a. All military personnel be assured equal opportunity and fair treatment without regard to their race, color, religion, gender, age or national origin, consistent with the law and regulations and the requirements for physical and mental abilities.

b. Cultural, racial, gender, or ethnic diversity is accepted as a desirable characteristic that exists within the American society and the Marine Corps, and that this diversity be recognized and furthered by ensuring that all personnel are assisted in attaining both their personal and professional goals.

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5. Concept

a. Ensuring that fairness and equality of opportunity are extended to each individual is an inherent function of leadership at all levels. By ensuring equal opportunity, we exhibit the highest degree of honor, display moral courage to consistently do what is right, and execute a strong commitment to our fellow Marines, Sailors, and civilian employees. Further, by creating a command climate that fosters equal opportunity we encourage all personnel to contribute and develop their full potential, thereby directly impacting mission readiness.

b. The actions directed by this Order are designed to:

(1) Identify and monitor all command policies, programs or procedures in which discriminatory practices have occurred or could occur.

(2) Eliminate prejudice or the perception of prejudice, and promote professional and harmonious personal inter-relationships among all military personnel.

(3) Eliminate all forms of sexual harassment, from verbal comments to physical acts, whether subtle or overt.

(4) Create an atmosphere which encourages both the professional and personal advancement of all individuals without regard to race, color, religion, sex, age, or national origin.

c. The chain of command will be continuously emphasized as the primary and preferred channel for correcting discriminatory practices and for coordination and communication relative to all equal opportunity matters.

6. Policy Implementation. As previously stated, the total efforts of all military personnel are required to implement the concept of equal opportunity outlined in paragraph 5. Implementing the equal opportunity concept in all functional areas is the responsibility of the Commander. At the most basic command level, addressing equal opportunity as a readiness issue is most effectively accomplished by the Commander and the senior enlisted advisor. Enclosure (1) provides a checklist for commanders which summarizes the major requirements of this Order.

a. Statistical data summary reports will be submitted via the appropriate chain of command. Major Subordinate Commands (MSC's) will compile and consolidate the regular and reserve

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statistics as required by reference (a) into two single reports to be forwarded to HQMC with an information copy to this headquarters. Timelines for submission of reports will be determined by HQMC via naval message. Normally reports are required at HQMC by 31 October, annually.

b. Commanders and Inspector-Instructors without an intermediate chain of command will consolidate the regular and reserve statistical data summary reports of their subordinate units into two single documents, respectively, and forward them to their respective MSC EOA as directed.

c. Appendix A of reference (a) will be filled out annually by all Marine Forces Reserve reporting units down to battalion/squadron level and maintained for a minimum of two years. This annual statistical data will be reviewed by the Commander and senior enlisted advisor for possible trends.

d. Chapter 2 of reference (a) outlines the Commander's responsibilities for implementation of the EOP.

7. Maintenance of Statistical Data. Enclosure (2) sets forth the procedures for collecting, reporting and reviewing the statistical data required to support the attainment of the command's equal opportunity objectives.

8. Affirmative Action Plan (AAP). All Commanders shall review the AAP, MCO 5354.2 to ensure that their EOP is based on and contributes to the accomplishment of the Marine Corps goals and objectives.

9. Action

a. Commanding Generals, 4th Marine Division, 4th Marine Aircraft Wing, 4th Force Service Support Group, Marine Corps Reserve Support Command, and Commanding Officers of Force Level units:

(1) Ensure widest dissemination of and compliance with the policy and equal opportunity concepts contained in this Order.

(2) Require all subordinate commands (down to the battalion, squadron level) to appoint an Equal Opportunity Representative (EOR) and forward a copy of the appointment letter via the chain of command to the MSC's EOA. EORs will advise their command and the EOA of all formal allegations of discrimination to include sexual harassment as set forth in

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reference (a). Additionally, the MSC's EOA will ensure that their subordinate commands' EORs are properly trained and assist them in implementing the required training and accomplishing the goals of the Marine Corps and MARFORRES EOPs.

(3) Develop procedures for organizations and detachments that are not in close proximity (50 miles) of their battalion or squadron headquarters and those sites that are collocated with other MSCs, that encompassed the intent of this Order. If the site is distant from its headquarters, a site EOR could be appointed. If there are collocated units of different MSCs the site commander could appoint the EOR and report through the site commanders' chain of command until the report reaches this headquarters, where it could be passed to the parent MSC for appropriate action.

(4) Per reference (a), ensure the commands or sites with EORs:

(a) Develop an annual training plan that includes milestones that ensure annual equal opportunity, sexual harassment prevention, and Team Marine training requirements are fulfilled. Forward cumulative quarterly percentage reports via the chain of command to your MSC's EOA, and maintain records of annual training.

(b) Implement the policies and requirements detailed in this Order. Publish a policy letter on Equal Opportunity (which includes sexual harassment).

(c) Ensure that unit request mast directives identify request mast as the primary formal means for surfacing discrimination and sexual harassment complaints.

(d) Employ the use of racial/ethnic identifiers in accordance with reference (a), paragraph 1002.1.

b. MARFORRES EOA

(1) Inform the Commander, MARFORRES and Force level Commands of any noted discriminatory practices.

(2) Assume responsibility to coordinate and review investigations of allegations pertaining to sexual harassment or discrimination.

(3) Assist the Commander in monitoring the EO climate.

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(4) Develop, maintain, and draft policies in support of the EOP.

(5) Ensure all formal allegations of discrimination, to include sexual harassment, are reported to CMC per reference (a).

(6) Assist commands with EOP information on complaint reporting, command statistics, and training requirements as directed.

c. Assistant Chief of Staff, G-7

(1) Provide administrative and travel support for the MARFORRES EOA.

(2) Provide space for collocated EOA functions when it is the preferred structure. MSCs will provide office and training equipment, and travel support for their respective EOA.


(3) Upon request, act as the advisor to EOAs.

d. Staff Judge Advocate. Provide legal counsel and advice to the Command, and all military personnel, with regard to equal opportunity and civil rights matters.

e. Public Affairs Officer. Ensure the Command's public information efforts support the Marine Corps' commitment to equal opportunity.

f. Recommendations. Recommendations concerning this Order are encouraged. Such recommendations will be forwarded to the Commander, MARFORRES (Attn: EOA) via the appropriate chain of command.

10. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


D. R. SELVAGE
Chief of Staff

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CHECKLIST FOR COMMANDERS

1. General. This enclosure, together with Appendix H of MCO P5354.1C, serves as an equal opportunity checklist for commanders.
2. Synopsis of Command Action Requirements
 - a. Ensure the CMC Equal Opportunity (EO) Statement is received, posted, and widely disseminated throughout the command. Publish a Command EO statement and ensure it is posted in all unit areas and living areas.
 - b. Maintain and report command statistical data as required by the provisions of reference (a).
 - c. Review collected minority statistical data to monitor progress in attaining EO objectives, identify areas requiring affirmative action or command emphasis, and to serve as a basis for updating established affirmative actions.
 - d. Review charges, and where applicable, the nonjudicial proceedings of subordinates to ensure ethnic or sexual bias has not been a factor.
 - e. Publish the final results of all judicial punishments per section 0115 of the JAGMAN.
 - f. Consider the establishment of an open door policy for all nonjudicial punishments.
 - g. Use the Troop Information Program, the chain of command, and where appropriate, human relations councils to support the Command EO Program. Maintain documentation of training programs.
 - h. Widely disseminate information on locally available educational opportunities, remedial skills programs, and career advancement programs.
 - i. Ensure minority and female representation on formal promotion, school, and other enlisted screening boards.
 - j. Ensure that EO, discrimination, and sexual harassment topics are included in organizational leadership training programs.

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k. Ensure Marines are adequately counseled concerning the effects of disciplinary action, Service Record Book (SRB) entries, and educational status, etc., on promotion opportunities.

l. Ensure assignments to primary duty, and command billets are made per the provisions of reference (a).

m. Ensure a non-segregation policy in organizational barracks and living areas.

n. Ensure organizational recreational and lounging facilities include programs, services, and materials which accommodate the requested needs of all Marines.

o. Ensure the Request Mast procedure is emphasized as the primary means for filing a formal complaint of discrimination to include sexual harassment.

p. Promptly report all formal allegations of discrimination to include sexual harassment to CMC (MPE).

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STATISTICAL DATA COLLECTION, MANAGEMENT AND REPORTING

1. General. In developing, implementing, and managing the Command EOP, it is essential that specific statistical information concerning minority and female members of the command be maintained and utilized. Through the accurate maintenance and review of these selected personnel racial/ethnic statistics, commanders will:

a. Identify areas requiring development of specific affirmative actions to obtain their stated equal opportunity objectives.

b. Identify areas requiring additional command emphasis or attention.

c. Measure the command's progress in the EOP, to include obtaining that information needed to statistically update and report attainment of affirmative action milestone progress.

2. Requirement

a. MCO P1080.20 provides guidance concerning the assignment of race/ethnic codes.

b. Commanders should review all compiled statistical data regularly to ensure they are aware of any significant trends which may develop.

c. Commanders will maintain statistical data for a minimum of two years, after which, at the discretion of the commander, it may be destroyed.

d. All required reportable data is maintained at the organizational level. The Basic Individual Record (BIR) is the primary source document for Manpower Management System (MMS) related data and must be accurately updated. All other information, such as commendations, awards, separations, promotions, educational program participation, etc., must be obtained through local screening of unit diaries, correspondence files, UPB's, etc. While one officer will normally be assigned to compile and report equal opportunity statistics, complete staff involvement in the initial data collection will both streamline collection procedures and ensure greater participation and awareness in the command equal opportunity efforts.

ENCLOSURE (2)